



Departmental Quarterly Performance Report

Department Name: Cultural Affairs

**Reporting Period:
FY2003-2004
1st Quarter**

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MAJOR PERFORMANCE INITIATIVES

Describe Key Initiatives and Status

Check all that apply

COUNTYWIDE STRATEGIC THEME:

Quality of Life for All

Safety and Quality of Neighborhoods

Technology, Innovation, Access and Information

A Healthy Economy

Cooperation and Coordination

Fiscally Responsible and Stable

DEPARTMENT RELATED STRATEGIC PLAN GOAL:

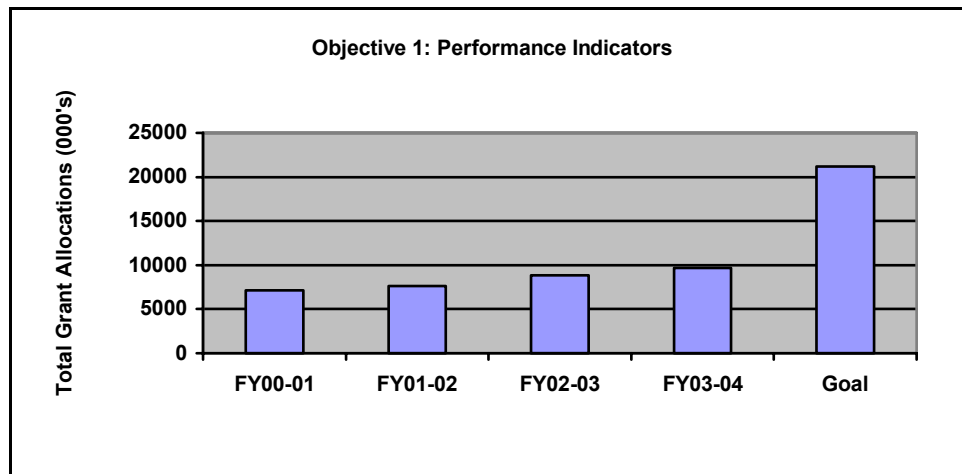
- ◆ **Secure and invest additional public and private resources to improve and expand programs, services and facilities**

- ☒ Strategic Plan
- ☒ Business Plan
- ☒ Budgeted Priorities
- ☐ Customer Service
- ☐ ECC Project
- ☐ Workforce Dev.
- ☐ Audit Response
- ☐ Other _____

(Describe)

Serve as a Cultural Developer Countywide

- **Objective:** Increase funding available through the 15 existing grants programs to strengthen support for cultural development –
Status: Grants programs increased by \$1,190,000 FY2003 to FY2004
- **Objective:** Establish 3 new grants programs to complete the comprehensive investment strategy for the arts –
Status: Unfunded



- **Objective:** Convene regular public town meetings to shape cultural policy and maintain the direct involvement of civic and community partners in the cultural work plan –
Status: accomplished and ongoing

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PERSONNEL SUMMARY

A. Filled/Vacancy Report

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	19 FTE 1 P/T	22 FTE 1 P/T	19 FTE 1 P/T	3 FTE						

* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

Notes:

B. Key Vacancies

Recruitments are actively underway to fill the positions of Cultural Affairs Construction Projects Manager (2), and Cultural Affairs Project Administrator (1)

C. Turnover Issues

None

D. Skill/Hiring Issues

None

E. Part-time, Temporary and Seasonal Personnel

(Including the number of temporaries long-term with the Department)

The Clerk 2 position assigned to the Cultural Resource Center gallery in the lobby of the Government Center Building, as well as carrying other administrative responsibilities, is a part-time (30 hours/week) position.

F. Other Issues

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FINANCIAL SUMMARY

(All Dollars in Thousands)

	PRIOR YEAR	CURRENT FISCAL YEAR						
		Total Annual Budget	Quarter		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
Revenues								
‣ Other	141	125	31	11	125	11	-114	8.80%
‣ Interfund x'fers	3,492	3,172	793	0	3,173	0	-3,173	0.00%
‣ General Fund	6,219	7,409	1,852	0	7,409	0	-7,409	0.00%
‣ Fund 720	253	243	61	0	243	0	-243	0.00%
‣ Carryover	660	526	132	321	526	321	-205	61.03%
Total	10,765	11,475	2,869	332	11,475	332		
Expense*								
‣ Sal/Fringe	1,262	1,491	373	436	1,491	436	-1,055	29.24%
‣ Other Op. Exp.	9,125	9,951	2,488	6,864	9,951	6,864	-3,087	68.98%
‣ Capital	19	33	8	2	33	2	-31	6.06%
Total	10,406	11,475	2,869	7,302	11,475	7,302		

* Expenditures may be reported by activity as contained in your budget or may be reported by category (personnel, operating and capital).

Equity in pooled cash (for proprietary funds only)

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
‣ 125/127	4,534	12			
‣ 720	5,947	-569			
‣ 60	4,904	4,236			
Total	15,385	3,679			

Comments:

- 1) Revenue receipts are not realized in even, quarterly installments throughout the fiscal year
- 2) Revenues are transferred during the fourth quarter of the fiscal year
- 3) Carryover coming in to FY04 was lower than anticipated due to a shortfall in Tourist Development Tax revenues (for the second consecutive year)
- 4) Grant allocation disbursements occur continuously throughout the fiscal year
- 5) Capital expenditures are not evenly distributed throughout the fiscal year
- 6) FAMIS does not segregate those portions of Equity in Pooled Cash in Fund 72 and Fund 60 that are ascribed to the Department

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STATEMENT OF PROJECTION AND OUTLOOK

The Department ended the year within authorized budgeted expenditures and with adequate revenues to meet expenses.

Notes and Issues:

- Tourist Development Tax (TDT) revenues, which are a dedicated revenue source for the Department's programs and services, fell short of initially budgeted projections in FY03 by \$153,000. This was the second consecutive year of a TDT revenue shortfall (FY02 revenues fell short of budgeted projections by \$378,000). Despite the compounding TDT shortfalls in FY02 and FY03, the Department cash-flowed its expenses through a combination of utilizing accumulated carry-over revenues from prior years, planned efficiencies in a select number of administrative expenses, and lag-time involved in hiring a new employee. Carry-over funds are instrumental for 1) balancing the Department's budget each year, and 2) forming a reserve for grants that have been extended beyond their original fiscal. The impact of relying on accumulated carry-over revenues to meet budgeted expenses will be fully realized in FY04, when it is projected that carry-over funds will be depleted completely. Consequently, preliminary assumptions for FY05 require additional County revenues to maintain a status quo budget.
- The Florida Legislature's budget for FY2004 reduced State cultural funding from its prior year's level of \$28 million statewide, to \$6.065 million statewide. Typically, Miami-Dade County cultural organizations alone successfully compete for and draw-down roughly 25% of the state's grant funds. The impact of the state funding reduction in FY2004 is especially hard-hitting, and in some cases, life-threatening for Miami-Dade County's cultural groups.

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

Michael Spring (original signed & sent to Alina Hudak)

March 29, 2004

Signature
Department Director

Date _____